



website: [www.stephanieshupe.com](http://www.stephanieshupe.com)  
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822 Pembroke Way, Charles Town, WV 25414  
304-725-3881

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**SOFTWARE:**

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Adobe Dreamweaver  
Quark  
Microsoft PowerPoint  
Microsoft Word  
Microsoft Excel  
Adobe PageMaker  
RoboHelp  
Microsoft Front Page

Experience with both  
PC and MAC formats

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**SUMMARY:**

Graphic designer with over 20 years of experience serving government and private clients. Possesses excellent communication skills and ability to balance multiple projects, clients, and deadlines. Proficient in multiple software programs for use in print design, layout, and file preparation. Skillful in web and software interface design. Conscientious of budget constraints and strive to provide best value for budget to client.

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**WORK EXPERIENCE:****Freelance Graphic Designer****January 1989 - present**

Established a successful graphic design business with clients in multiple states. Provide a variety of services including logo design, brochures, ads, signage, business cards, trade show displays, software interface design, webpage design, and technical writing. Clients include many small businesses, professionals, and software developers with some client relationships now over 20 years old.

**Graphic Designer, part-time****April 2000 - January 2002****Waste Policy Institute (WPI), Germantown, MD**

Designed and produced brochures, presentations, trade show displays, newsletters, illustration of technical concepts, conference materials, and booklets for U.S. Department of Energy. Designed and produced new WPI print collateral.

**Graphic Designer****August 1999 - December 2001****Sub-contractor to SI International, Inc., Germantown, MD**

Designed and produced brochures, trade show displays, presentations, and scientific illustrations in support of U.S. Department of Energy customer. Met with customers directly to determine communication needs, generate ideas and suggest design solutions.

**Graphic Designer/Production Manager****April 1999 - July 1999****Graphic Designer/Asst. Production Manager****April 1994 - April 1999****Waste Policy Institute (WPI), Germantown, MD**

Designed and produced brochures, presentations, trade show displays, newsletters, illustration of technical concepts, conference materials, and booklets for U.S. Department of Energy, U.S. EPA, and U.S. Air Force customers. Designed and developed graphics to support WPI Web Development Team. Designed and produced illustrations for proposals in support of WPI Business Development Team. Worked within in-house, vendor, or GPO requirements and coordinated production of final product for delivery to customer. Functioned in leadership role to coordinating workflow, supervising graphic design and temp service staff in absence of Department Manager.

**Graphic Designer****April 1991 - April 1994****EG&G Dynatrend, Arlington, VA**

Designed and produced flyers, advertisements, specialty brochures and auction catalogs in support of U.S. Customs Service and Bureau of Alcohol, Tobacco and Firearms seized property auctions at multiple locations throughout the country. Maintained project tracking board to ensure on-time delivery of products.

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**Graphic Designer**

**November 1989 - April 1991**

**St. Anthony Publishing, Inc., Alexandria, VA**

Layout of 13 monthly medical coding newsletters. Created illustrations and graphics relevant to articles. Manually prepared layout boards for press including overlays for color placement. Coordinated with subscription department to determine print quantities. Maintained overage library.

**VOLUNTEER EXPERIENCE:**

**Vice President**

**November 2009 - present**

**Eastern Panhandle Inter-County (EPIC) Soccer Club, Shepherdstown, WV**

Prepare and execute advertising campaigns to promote Club and tryouts including design of ads, timing of ad placement, and negotiation of advertising rates. Researched and prepared successful proposal which was instrumental in persuading league to allow Club to host home games in West Virginia. Investigation and report preparation for various member team issues. Participate in Policies and Procedures Committee as well as preparation and revision of documents. Secure location for, schedule and participate in monthly Board Meetings.

**Team Manager**

**2007 - present**

**EPIC 94B Thunder Soccer Team**

Coordinate youth travel soccer team's league entry, state registration of players, uniform orders. Communicate with parents and coaches regarding schedule, directions to fields, fundraising efforts, and practice schedules. Research, select and negotiate group discounts for hotel accommodations for tournaments.

**EDUCATION:**

**Graduate coursework in Publication Design**

University of Baltimore, 1994

**Bachelor of Arts, Cum Laude, May 1989**

Major: Communication Arts

Minor: Art

Salisbury State University, Salisbury, MD

Seoul American High School, Yong San Army Base, Seoul, Republic of Korea, 1984

**References available upon request.**